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April 29, 1985

COMPTROLLER'S MEMORANDUM 1986-17

TO: All State Departments and Agencies  
ATTENTION: Risk Management Coordinators  
FROM: Hideo Murakami, Comptroller  
SUBJECT: Potential Liability Claims - Incident Reporting

Exposure to liability is the most difficult of all claims to measure and control. In no other time in history has the State been more open to more legal claims than now. Therefore, the reporting of incidents is considered as vital information for the Risk Management Program.

Presently the State does not have a standard policy for reporting incidents and claims. Each department has been left to develop and maintain its own reporting procedure. In order to minimize incidents and settle claims favorably, it is necessary to determine whether adequate information is being reported and that there is reasonable opportunity to review and investigate facts. For these reasons, we are requesting that each department submit to our Risk Management Branch a copy of their report form that is currently being used to report incidents or claims and the procedures for completing their report.

Please submit this information on or before May 15, 1986. Should there be any questions regarding this memorandum, please contact Mr. John Takamune at 548-3214.

  
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Comptroller

PMU 7-27-86

5/10/86